

LOCAL COMMITTEE (SPELTHORNE)

TASK GROUPS: TERMS OF REFERENCE

GENERAL

1. The Local Committee will annually (at the first formal meeting after the beginning of the municipal year):
 - review the operation of any Task Groups which have been in place over the previous year
 - agree which Task Groups to establish for the current year
 - determine the membership of each Task Group
 2. Task Groups exist to advise the Local Committee and will:
 - unless otherwise agreed, meet in private
 - unless otherwise agreed, treat as confidential any documentation made available for discussion
 - develop an annual work programme
 - formally record actions
 3. Members of Task Groups will be given an opportunity at each meeting to declare relevant personal or prejudicial interests.
 4. Recommendations to the Local Committee will be supported by a summary of the reasoning behind a Task Group's position and reflect any professional advice of officers.
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LOCAL COMMITTEE (SPELTHORNE)

TERMS OF REFERENCE: PARKING TASK GROUP

(Known as the 'On Street Parking Partnership'):

1. The Task Group will contain (four) appointees from the membership of the Local Committee: (two) County and (two) Borough Councillors and officers from both authorities.
 2. The Task Group will make recommendations on any issues with regard to waiting and loading restrictions to the Local Committee.
 3. The Task Group will make recommendations to the Local Committee on the way forward on Controlled Parking Zones.
 4. The Task Group will keep under review the agreement with the Borough Council as required.
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TERMS OF REFERENCE: YOUTH SERVICES TASK GROUP

Objective:

The Local Committee agreed on 11th July 2011 that a Youth Services Task Group was established, to assist and advise the Local Committee in relation to youth issues and the future delivery of youth provision locally.

Membership

The Task Group will contain four appointees from the Local Committee - two County and two Borough Councillors. In addition the Task Group can invite up to four young people from the borough, all with equal status. The Task Group may also consult with other relevant members of the Committee.

General

1. The Task Group shall exist to advise the Local Committee. It has no formal decision making powers. The Task Group will:
 - A. Unless otherwise agreed meeting in private
 - B. Develop a work programme
 - C. Record actions
 - D. Report back to the Local Committee
2. The Task Group's function is to assist and advise the Local Committee in relation to youth issues and the future delivery of Youth Provision locally.
3. Officers supporting the Task Group will consult the group and will give due consideration to the group's reasoning and recommendations prior to the officers writing their report to the parent Local Committee.
4. The Task Group can, should it so wish, respond to an officer report and submit its own report to the Local Committee.
5. The Task Group terms of reference and membership are to be reviewed and agreed by the Local Committee annually.